

RESPONSIBILITIES OF THE RCP LIAISON

NOTE: *Review SOP for each task to insure compliance*

- 1. Pull daily receipts, check each line for items that may require special handling:**
 - a. Hazardous materials, annotate listing**
 - b. FSCAP, annotate listing**
 - c. No Noun, SLI**
- 2. Initiate Demil Challenges for items coded improperly**
- 3. Determine property that needs additional descriptive data**
 - a. Input FLIS+ data - 100% of inventory**
 - b. Maintain log of items that DEPOT unpackage and repackage**
 - c. Photos- 100% items that meet criteria (See SOP)**
 - d. Maintain spreadsheet of (a) (b)**
- 4. Provide customer service for R/T/D/S customers**
 - a. Respond to requests written and oral**
- 5. Coordinate staging and removal of Donation Property**
 - a. Provide Depot personnel with heads-up copy of SF123**
 - a. Verify items to be shipped, provide transportation data to state agencies if needed**
 - b. Monitor property to be staged, initiate ROD when property not staged in a timely manner and notify HQ**
 - c. Track items not removed from staging area notify appropriate personnel- adjust accountable records**
- 6. Verify misdescribed property returns**
- 7. Locate sold items received in error at local DRMO**
 - a. Coordinate the movement of property to correct customer**

8. Participate in monthly Liaison teleconference
9. Submit monthly MIPR report by 5th work day of the month to HQ
10. Schedule regular briefings for R/T/D customers on RCP
 - a. Submit written report to Battle Creek
11. Provide DRMO personnel with original document numbers for Hazardous property
12. Monitor CV shipments prior to release from DDC
 - a. Special handling
 - b. Verify DD1348 against actual property and DO
 - c. Initiate ROD actions when necessary
 - d. Check cargo codes
13. Monitor Demil Center Shipments and DRMO shipments for
 - a. Special handling
 - b. Does Demil F property have instructions
Are there any requirements prior to shipment
 - c. Verify DD1348 noun name against actual property
 - d. Initiate ROD actions when necessary
 - e. Check cargo codes (**DO NOT SHIP CARGO CODE A**) to Demil Center/DRMO
 - f. Does property require inert certification
 - g. Does property require EWG, Metalworking Machinery or computer Hard Drive certification
 - h. Is property hazardous, if so, are shipping papers attached